

## LOGISTICS SECTION CHIEF

Positioned Assigned To:
You Report To: _____ (Dispensing Site Supervisor)
Dispensing Site Location: _____ Telephone: _____

**Mission:** Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

Upon Activation:

- ☐ Receive briefing from Dispensing Site Supervisor. Ensure knowledge of full mission request and plan of operations.
- ☐ Review this position checklist.
- ☐ Review Mass Prophylaxis Planning Guide. (SNS, Pandemic, Smallpox, etc. Plan)
- ☐ Confirm activation of your staff, and assign or greet them as they arrive:
  - Communications Unit Leader
  - Logistics Specialists
  - Pharmacy Unit Leader
- ☐ Meet with your staff:
  - Establish chain of command and performance expectations:
    - Your staff is to report **ONLY** to you.
    - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
    - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- ☐ Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
  - Facility overview, including locations of stations, restrooms, break rooms, emergency exits, etc.
  - Communications protocol
  - Role of logistics in this operation: services you provide, problems you solve, etc.

- ☐ Ensure shipment of equipment/supplies and arrange for transport to treatment site.
- ☐ Ensure that ground transportation is ordered and available for all staff when team reaches destination.
- ☐ Utilize established communications protocols.

#### On-site Operations:

- ☐ Follow the chain-of-command. **THIS IS CRITICAL** to ensuring consistent behavior and information across sections and shifts:
  - Give instructions **ONLY** to personnel that report to you, and take instructions **ONLY** from your supervisor.
  - Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
  - Do **NOT** make decisions that impact others outside your area, or that use information that is not in writing or provided by your supervisor.
  - Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
- ☐ Participate in staff briefing(s) as scheduled by the Dispensing Site Supervisor.
- ☐ Maintain Unit Log.
- ☐ Arrange for a location and set up of communications equipment (phones and radios) and utilize established communications protocols.
- ☐ Work with staff in each area to set up physical work stations.
- ☐ Arrange for procurement of additional equipment/supplies as needed and as authorized by Dispensing Site Supervisor.
- ☐ Work with Operations Section Chief to make sure that the ordering, inventory, and re-supply of the pharmaceutical cache meets standards.
- ☐ Make arrangements for food and beverages for all staff members. Provide plenty of fluids at each work location.
- ☐ Anticipate staff needs and request additional staff as needed.
- ☐ Arrange for transportation of staff members as necessary.
- ☐ Provide logistical support as needed by each station.
- ☐ Participate in the Demobilization Planning process.

#### Deactivation Phase:

- ☐ Ensure that all records and reports are turned in to the Dispensing Site Supervisor.
- ☐ Conduct exit interviews with your direct reports.
- ☐ Supervise the break down and repacking of all equipment/supplies at each station.
- ☐ Arrange to have all equipment/supplies returned to place of origin and state of readiness.
- ☐ Ensure facility is cleaned and returned to former operating condition.
- ☐ Participate in the After Action Report process.